

INFORMATION TECHNOLOGY ACQUISITION REQUEST

State of Connecticut – Management Oversight Group - Department of Information Technology
101 East River Drive, 6th floor, East Hartford, CT 06108

AGENCY INFORMATION TECHNOLOGY MANAGEMENT CERTIFICATION

Agency Name _____ Agency Number _____

FOR ONE PROJECT WITH MULTIPLE SP-10'S:

Project Name and DOIT Project # _____

SP-10# _____ Cost \$ _____

SP-10# _____ Cost \$ _____

SP-10# _____ Cost \$ _____

FOR ONE SP-10 WITH ACQUISITIONS FOR MULTIPLE PROJECTS:

SP-10# _____

Project Name/DOIT # _____ Cost \$ _____

Project Name/DOIT # _____ Cost \$ _____

Project Name/DOIT # _____ Cost \$ _____

IT MANAGER'S VERIFICATION OF COMPLIANCE:

Is there a current agency IT plan that has been approved by DOIT? ☐ Yes ☐ No

Are the acquisitions above compliant with:

An approved current agency IT plan? ☐ Yes ☐ No

The project and supporting documentation as approved by DOIT? ☐ Yes ☐ No

The State's IT policies and standards? ☐ Yes ☐ No

Your agency's IT policies and standards? ☐ Yes ☐ No

AGENCY IT MANAGER CERTIFICATION:

Name _____ Title _____

Signature _____ Date _____

AGENCY BUDGET CERTIFICATION

BUDGET IMPACT:

Will project be paid out of current general fund appropriation?

☐ Yes ☐ No If No, indicate source(s) of funding: _____

Are cost estimates and funding sources the same as stated in the project profile cost table as approved by DOIT?

☐ Yes ☐ No If No, attach revised project profile AND provide a brief explanation of why cost estimates or funding sources have changed.

AGENCY FINANCIAL OFFICER CERTIFICATION:

Name _____ Title _____

Signature _____ Date _____

DEPARTMENT OF INFORMATION TECHNOLOGY APPROVAL

Required for SP-10's with hardware and software cost of \$100,000 or more
and ALL information and telecommunications systems consultant services

ACTION TAKEN BY OIT ON ACQUISITION REQUEST:

- ☐ Approved
☐ Disapproved
☐ Returned for other reasons

Explanation of disapproval or return: _____

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DOIT CHIEF INFORMATION OFFICER OR DESIGNEE APPROVAL:

Name Rock Regan Title Chief Information Officer

Signature _____ Date _____

— SEE REVERSE FOR FURTHER INSTRUCTIONS —

INFORMATION TECHNOLOGY ACQUISITION REQUEST (DOIT-3)

GENERAL INSTRUCTIONS

Requests for the purchase, lease or rental of information technology hardware and software, or consultant services for information and telecommunications systems must have prior approval from the Department of Information Technology (DOIT) as required by Section 16a-110 of the general statutes, as amended by Public Act 96-156. *

The project profile and all supporting documentation must be submitted for DOIT's approval before an agency submits an Information Technology Acquisition Request. Requirements for supporting documentation for the project are established during the project approval process. If you are not sure what supporting documents must accompany the acquisition request, contact your assigned information systems administrator at DOIT.

This Information Technology Acquisition Request must be completed and approved by DOIT before an agency initiates information technology procurement activities. * Information technology includes automated systems and electronic data processing, communications systems, both digital and analog, including voice, data and image, all radio and telephone systems, and automated image processing systems, and all related hardware, software and facilities used to support these processing activities.

* Note: Exceptions are for hardware and software having a cost of less than \$20,000, and hardware and software with a cost of \$20,000 to \$99,999 for a project previously approved by DOIT as part of the current agency IT plan.

DETAILED INSTRUCTIONS

Requesting Agency

Submit to: Management Oversight Group, DOIT – 101 East River Drive, 6th floor, East Hartford, CT 06108

Agency Name: Identify your full agency name.

Agency number: Include the four-digit budget code assigned by the Office of the State Comptroller to your agency or organization and covering this activity.

Project name and number: Provide the unique project number which was assigned by DOIT upon approval of the project. The format is [4-digit agency budget code – 4-digit IT plan year – 3-digit sequential number] (e.g. 1310-1999-001). Provide the title for the project as documented in the approved project profile.

SP-10 # Use the Req. # from the State Purchase Requisition form.

Cost \$ Show the cost for each SP-10 that is associated with the project identified on this acquisition request, OR show the cost for each project that is covered by the SP-10 associated with this acquisition request. This format allows for multiple SP-10's associated with one project OR multiple projects associated with one SP-10.

IT Manager's Verification of Compliance: Check the appropriate box for each of the questions in this section. Compliance with approved IT plans and projects is the basic requirement that allows agencies to submit SP-10's for less than \$100,000 directly to the DOIT Purchasing Division without an approval signature from DOIT. Failure to answer all questions will result in processing delays for the acquisition request.

Agency IT Manager Certification: Type the full name and title of the person with direct responsibility for agency information technology management. The IT manager must sign and date the form to indicate that the acquisition request is consistent with the agency IT plan and project as approved by DOIT, and that it complies with State and agency IT policies and standards.

Will project be paid out of current general fund appropriation? Check the appropriate box. If this project will not be paid out of the current general fund appropriation, supply information about the source(s) of funding.

Are cost estimates and funding sources the same as stated in the Project Profile Cost Table as approved by DOIT? Check the appropriate box. If the project cost estimates or funding sources have changed since the project was approved by DOIT, attach a copy of the revised project profile so that DOIT can update its cost tracking database.

Agency Financial Officer Certification: Type the full name and title of the person with direct responsibility for management of the agency's budget. The financial officer must sign and date the form to indicate that funds are available for the agency to pay any resulting invoices, and that the cost and funding sources are as indicated in the approved project profile.

Department of Information Technology

Action taken by DOIT on acquisition request: Check the appropriate box. Provide an explanation if the acquisition request is disapproved or returned for other reasons.

DOIT Chief Information Officer or Designee Approval: Type the full name and title of the person who is approving the action taken by DOIT on this acquisition request. The form must be signed and dated within seven business days of the date of receipt stamped on the form, otherwise the request is automatically approved.

DOIT Procurement Division: An SP-10 for hardware and software with a total cost of \$100,000 or more, and all requests for information and telecommunication systems consulting services require approval by DOIT before the acquisition request is processed. For acquisition requests with a cost of \$20,000 to \$99,999, if any of the compliance questions have a "no" answer, the acquisition must be approved by DOIT, per Section 16a-110 of the general statutes.

The original DOIT-3 form must be sent to the Management Oversight Group after processing the SP-10(s) associated with the acquisition request. Attach a copy of the SP-10(s) and the revised project profile if there is one.